

INSTRUCTIONS FOR COMPLETION OF DE-ANNEXATION APPLICATION

RESIDENTIAL / COMMERCIAL ZONED PROPERTY

1. Request a Resolution from the Whitfield County Board of Commissioners. Once approved, please complete the following steps.
2. Contact the City of Dalton Clerk's Department to obtain a De-Annexation Application form.
3. Complete and sign the Application. If more than one person owns an interest in the property, both or all owners must sign the form.
4. Attach a copy of the Land Deed showing Ownership.
5. Attach a Survey of the property. A Survey by a Register Surveyor must be completed of the land to be de-annexed.
6. Attach a complete Legal Description of the property to be de-annexed.
7. Return the completed De-Annexation application, all attachments (including the Resolution approved by the county), and the \$150.00 fee (check, card, money paid to the city of Dalton) to the office of the City Clerk's, Dalton City Hall, PO Box 1205, 300 W. Waugh Street, Dalton, Georgia 30722. This non-refundable fee covers the cost of processing and advertising the de-annexation request.
8. After the City Clerk's office receives the application, the request will be distributed to pertinent departments for review.
9. The following Departments will review the application:
 - (a.) The City Attorney's office for Legal Review and Preparation of the Ordinance;
 - (b.) The Public Works Department;
 - (c.) The Planning and Zoning Commission for advertising in the local newspaper and conducting a Public Hearing for the purpose of recommending the Proper Zoning Classification, the Application must be in their office within (25) twenty-five days prior to the Planning Commission Meeting (which meets the fourth Monday of each month);
 - (d.) The Fire Department for Certification regarding Fire Protection;
 - (e.) Dalton Utilities for a survey of utilities available and the cost of furnishing future utility facilities.
 - (f.) The Police Department for Certification regarding Police Protection;
 - (g.) The Whitfield County Board of Commissioners Office for Notification.
10. Upon submission of all Inspection Reports, the Administrator's Office will review the De-Annexation Request for "Special Stipulations". The De-Annexation Request will then be placed on the Agenda by the Administrator's office for consideration by the Mayor and City Council.



DE-ANNEXATION APPLICATION

I HEREBY REQUEST THE MAYOR AND COUNCIL OF THE CITY OF DALTON TO DE-ANNEX THE PROPERTY DESCRIBED BELOW IN THIS APPLICATION

PLEASE LIST THE APPLICANT NAME REQUESTING DE-ANNEXATION

APPLICANT NAME:

APPLICANT ADDRESS:

CITY, STATE & ZIP:

TELEPHONE NUMBER:

PROPOSED PROPERTY TO BE DE-ANNEXED

(1) STREET ADDRESS OF PROPERTY TO BE DE-ANNEXED:

(2) SUBDIVISION OF THE PROPERTY TO BE DE-ANNEXED:

(3) LOT(S) NUMBER OF THE PROPERTY TO BE DE-ANNEXED:

(4) FUTURE INTENDED USE OF THE PROPERTY TO BE DE-ANNEXED:

• PRESENT ZONING CLASSIFICATION

• PROPOSED AMOUNT OF ACREAGE TO BE DE-ANNEXED

• TAX MAP NUMBER/PARCEL NUMBER

• HOUSING UNITS

(1) IF RESIDENTIAL PROPERTY AT THE TIME OF THIS APPLICATION,
LIST THE NUMBER OF REGISTERED VOTERS

(2) IF RESIDENTIAL PROPERTY AT THE TIME OF THIS APPLICATION,
LIST THE NUMBER OF ADULTS OF VOTING AGE, IF DIFFERENT
NUMBER THAN SHOWN IN NUMBER (1)

(3) IF RESIDENTIAL PROPERTY AT THE TIME OF THIS APPLICATION,
LIST THE NUMBER OF ADULTS IN THE HOUSEHOLD.

(4) IF RESIDENTIAL PROPERTY AT THE TIME OF THIS APPLICATION,
LIST THE NUMBER OF CHILDREN IN THE HOUSEHOLD.

(5) IF RESIDENTIAL PROPERTY AT THE TIME OF THIS APPLICATION,
LIST THE NUMBER OF HOUSING UNITS.

(6) IF RESIDENTIAL PROPERTY AT THE TIME OF THIS APPLICATION
PLACE NUMBER OF RESIDENTS IN APPLICABLE BOX.

CAUCASIAN

LATINO

AFRICAN
AMERICAN

OTHER

(7) IF RESIDENTIAL PROPERTY AT THE TIME OF THIS APPLICATION,
LIST THE NUMBER OF PERSONS WHOSE PRIMARY LANGUAGE IS
OTHER THAN ENGLISH.

SIGNATURE OF APPLICANT

DATE

OWNERSHIP VERIFICATION

The undersigned is the / an owner of an interest in the lands described in the attached De-Annexation Application, which proposes to amend the Official Zoning Map of Dalton, Georgia, and concurs in the application. The undersigned's interest in the lands described in the application is as follows:

*Describe parcel or parcels and nature of interest
and percentage of interest*

**I hereby appoint _____
my attorney in fact with full authority, my name, place, and stead, to apply for the zoning amendment as
set forth in the attached de-annexation application.**

(Owner's Name)

**Sworn to and subscribed
Before me, this ____ day
of _____, 20__.**

Notary Public

(Seal)